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MEMORANDUM FOR: Chief, Support Staff

18 September 1952

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The move from Quarters Eye to R&S Building has been completed except for telephones which will be installed on 18 September.

b. A procedure has been established whereby the processing of T/A cards for TR(S) will be accomplished through the Administrative Office, Room 1312, I Building, after certification by local T/A clerks.

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c. A meeting was held on the Compensation procedures for Base Personnel [] with representatives from Personnel, Security, and [] in attendance. Further meetings were deemed necessary to discuss channeling of claims and proper cover.

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d. A final accounting has been submitted for the [] operating fund.

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e. After an investigation by Mr. [] of the Physical Security Branch, Miss [] of TAB was charged with a security violation for an unlocked safe in room 106 of Building [] on Tuesday, 16 September.

f. The revolving fund for [] has been reconciled and liquidated.

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25 YEAR RE-REVIEW

[]
Admin. Officer, OTR

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